

**FRS: Regional Data Stewards Network
Conference Call Notes – March 23rd, 2000**

Handouts: OIC distributed the following review materials prior to the conference call: “FRS Data Steward Manual Annotated Outline.”

Participants: Marian Cody, Pat Garvey, Bill Sonntag, & John Sullivan, OEI/OIC; Robert Fallis, R-X; Ken Blumberg, R-I; Mae Dooley, R-III; Rebecca Kemp, R-IV; Dave Levy, OSW/OSWER; James Rothwell, OIG; Laura Milton, OECA; Noel Kohl, R-V; Josie Lopez, R-VIII; Fred Leif, R-IX; and Chuck Herrick, PERI Environmental Associates.

Background: During the 3/9 conference call, participants agreed on the need to develop a “manual” outlining the Data Steward Process and its role with respect to FRS. As discussed previously, the FRS will operate as a centrally managed repository of authoritative facility identification information. Although the FRS record will authoritative, FRS will not replace Program information and will be structured using a “relational” architecture allowing FRS, Program and State data elements to be cross-referenced and linked.

Summary of Discussions: Marian Cody, Pat Garvey, and Bill Sonntag welcomed the group to the Conference Call. To open discussions, Bill Sonntag asked participants to focus on the “Draft Data Steward Manual Annotated Outline, which was distributed on 3/17/00. (It is noted that several participants did not receive the file.)

Main points of the discussion include the following:

- State Role: There was a good deal of discussion concerning data stewardship at the State level, the relationship between EPA and State Data Stewards, and the degree to which the “Data Steward Manual” should address State roles and activities. Several participants emphasized that (some) States have accomplished a great deal in the area of data stewardship and facility registration, especially through the One-Stop Program. Where possible, it is important to design and configure the data stewardship process to build upon these accomplishments. Participants agreed that Regional Data Stewards can and should provide general information about the intersection of pertinent EPA and State activities, but that the document should not attempt to define specific roles, procedures or responsibilities for States.
- FRS/Data Stewardship Briefing: Participants agree that the data stewardship process needs to be better understood, utilized and supported throughout the Agency, including Senior Management at Headquarters and Regional Offices. Data stewardship should be cast in terms of I-3 and EPA’s overall vision for the strategic use and management of information (Goal VII). The group agreed to collaborate in the preparation of a strategic roll-out package designed for briefing AA’s, RA’s, and SRMO’s. Bill Sonntag agreed to outline some ideas and steps for the roll-out/briefing approach.
- Data Steward National Meeting: As part of the FRS Action Plan process, participants

discussed having a Data Steward National Meeting, probably in mid-May in the Washington, DC area. Participants are asked to consider potential agenda items, scheduling issues and other relevant matters for discussion during the next conference call.

Action Items: Participants agreed to review the general structure of the (Draft) Data Steward Manual Annotated Outline, providing input on whether necessary sections have all been identified and appropriately annotated, whether aspects of the current structure seem redundant, and so on. Participants are also asked to draft or provide input for those sections which require understanding of unique Regional operations and conditions, e.g., Sections II.B, II.C, IV, and V.E (corrected to “B”). Please submit review comments and input narrative by 3/30. The OIC FRS Team will incorporate your comments and inputs and produce a full draft of the document by 4/5.

Next Call: The next Data Stewards conference call is scheduled for Thursday, March 30th from 2:30-4:00.